National Oceanic & Atmospheric Administration

CAMS

**A System For Now
And The Future**

NOAA CAMS
Commerce Purchase Card System
(CPCS)
Purchase Card Transaction Tracking
Query and Report

October 2000

Overview

The National Oceanic and Atmospheric Administration has implemented the Commerce Purchase Card System (CPCS) as part of the Commerce Administrative Management System (CAMS). NOAA has interfaced CAMS with the legacy Financial Management System (FIMA). The Purchase Card Transaction Tracking screens relate FIMA accounting transactions back to the more detailed source information available within CAMS. This document describes the features of these screens and how they should be used.

Exceptions

Please note that this new application does not obtain any data from FIMA or InterActive FIMA. Instead, the sources of data are the Commerce Purchase Card System (CPCS) and the CAMS Core Financial System. Therefore, if a purchase card transaction passed from the CFS to FIMA is manually changed by a NOAA Finance Office because of FIMA edits, etc., a query performed on the transaction may not provide detailed transactions that sum to the amount of the FIMA transaction. Currently, the FIMA reject rate is below one percent. Therefore, inappropriate results should be infrequent. If a query does not produce detailed transactions which sum to the amount of the FIMA transaction being researched, using a less specific query criteria may assist in identifying the detailed transactions. For, example, if a query which specifies all query criteria does not produce appropriate results, try the query without entering a specific object class.

Also, if a FIMA Document Type 14 (Purchase Card) transaction Secondary Reference Number field is blank or contains all zeroes, the transaction was manually entered by a NOAA Finance Office. Since these transactions were not generated by the CPCS/CFS, they cannot be tracked by the Purchase Card Transaction Tracking applications. For information concerning these transactions, please contact your servicing Finance Office.

Special System Requirements

There are two query screens available which access the CAMS detail source information.

- The Purchase Card Transaction Tracking Report (which was the interim capability developed) does not require any special software.

  This query screen provides the ability to query detailed CAMS information by invoice date but does not provide complete CPCS data (for example, it does not allow the user to view disputes, property information, or notes associated with purchase card transactions).

- The full Purchase Card Transaction Tracking Screen for FIMA transaction matching. This application requires that Oracle JInitiator be installed on your desktop. If you do not already have this package installed, you may find a copy of it by selecting the REPORTS button from the CAMS Web Menu and selecting the Down Load Oracle JInitiator option. The screen displayed will walk you through the steps necessary to download and install Oracle JInitiator.
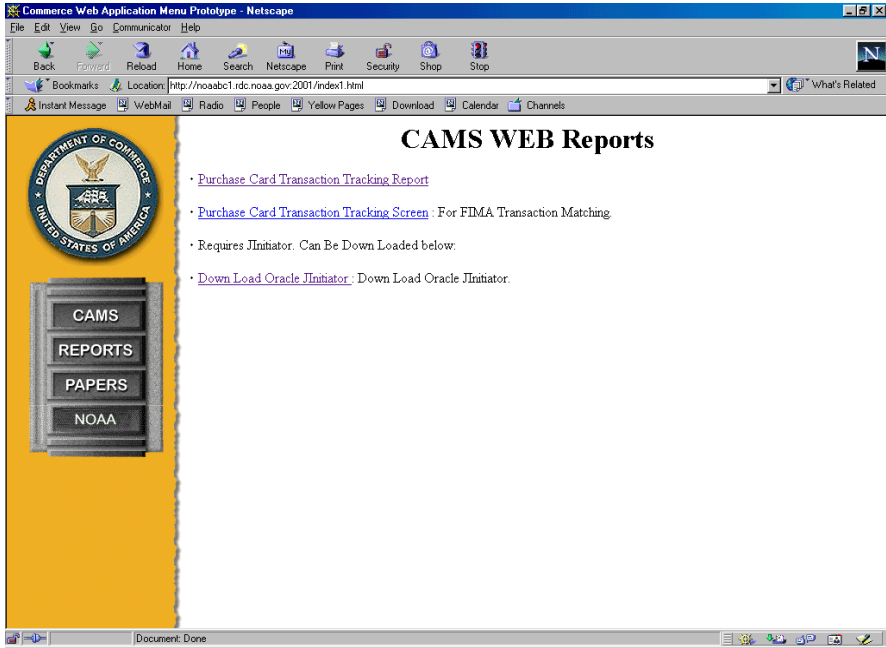
  This query screen provides the ability to perform more detailed searches using the FIMA Secondary Reference Number, FIMA Org Code, FIMA Task Code, FIMA Phase Code,
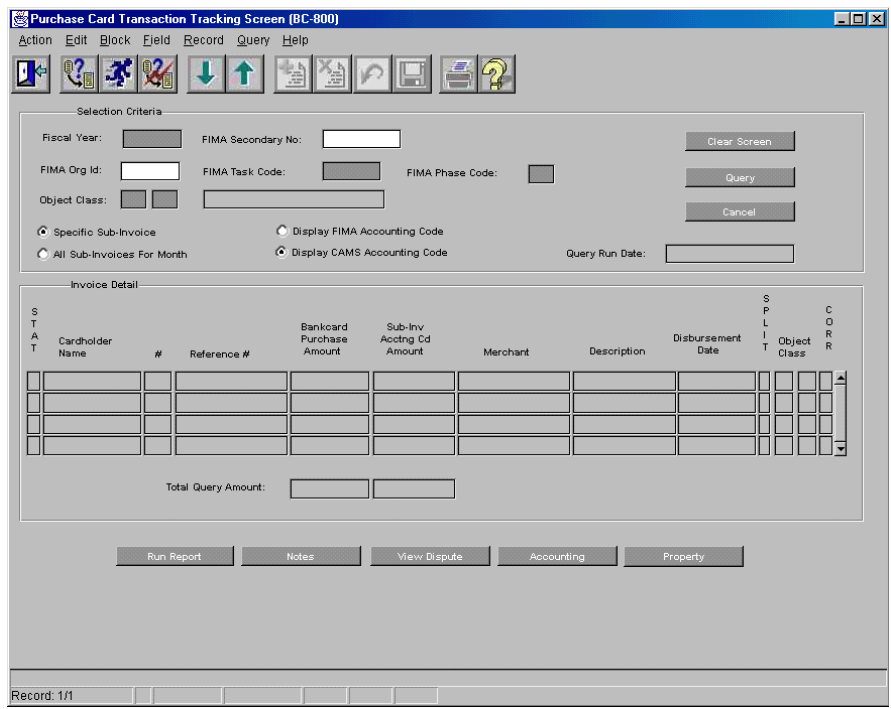
and Object Class Code. With this application, you will be able to identify the detailed transactions that make up the summary level bankcard charges found in FIMA reports.

Both screens require Adobe Acrobat Reader Software Version 4.0 or higher be installed on the PC being used to access the application. The Adobe Acrobat Reader is free and can be downloaded from the Adobe web site at http://www.adobe.com/.

CAMS Web Login

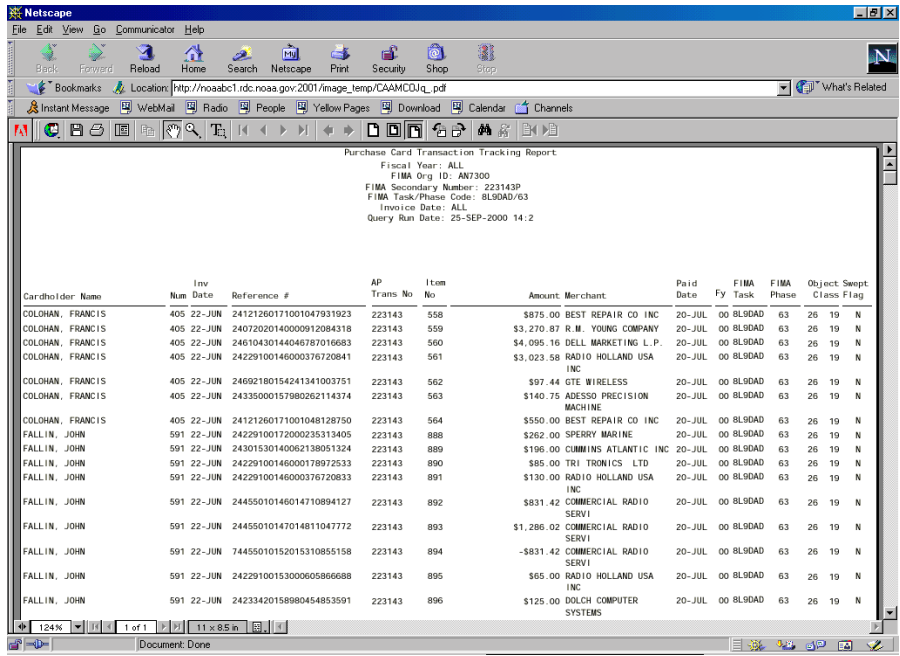| STEP	ACTION
1	Double-click on the **<NETSCAPE COMMUNICATOR**>, type in **http://noaabc1.rdc.noaa.gov:2000/** in the *LOCATION* field. The CAMS warning page appears:
2	Click on the <**Enter CAMS**> button. The CAMS Web Application Page appears:

STEP	ACTION
3	Click on the <**REPORTS**> button. The CAMS Web Reports menu appears.

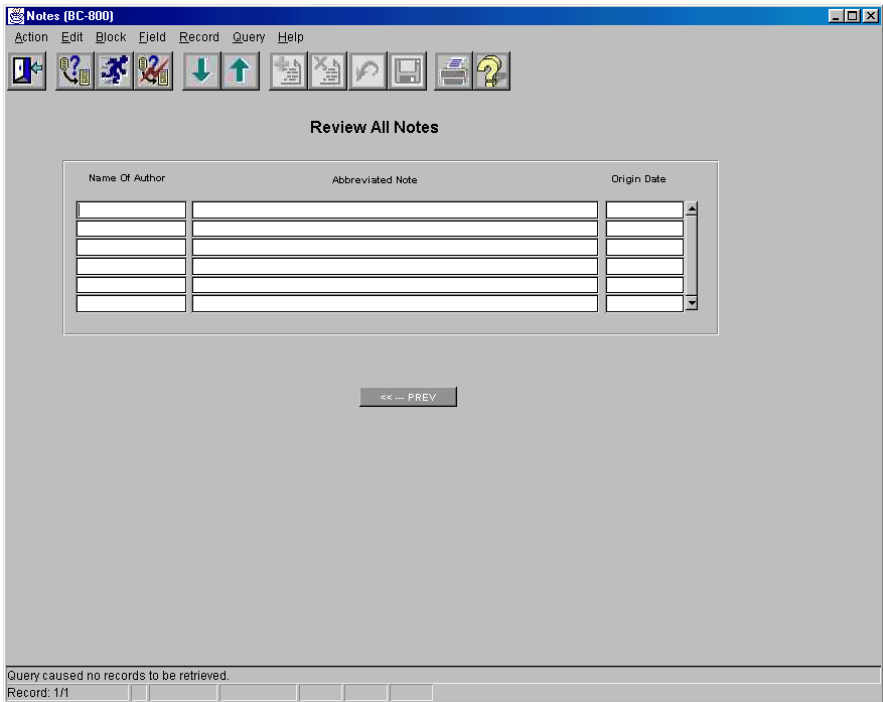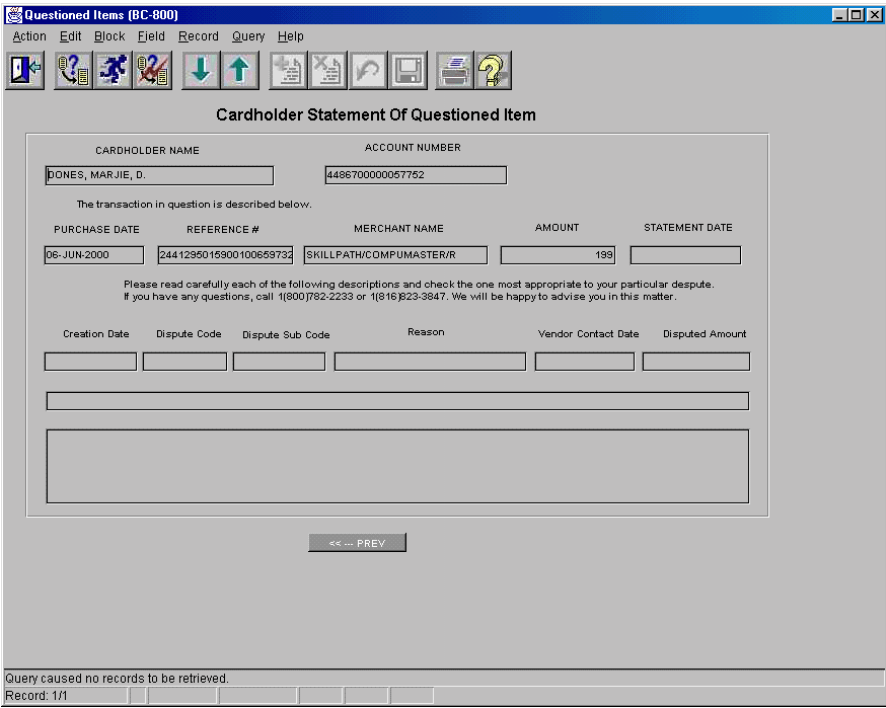| STEP	ACTION
4	Select the second option "Purchase Card Transaction Tracking Screen: For FIMA Transaction Matching". There will be a few seconds delay to automatically load the Oracle JInitiator and then the Purchase Card Transaction Tracking Screen (BC-800) will appear.
5	The top portion of the screen allows you to specify the criteria on which you wish to query transactions. Select one or more of the following fields to query on: ▸ *Fiscal Year* ▸ *FIMA Secondary Reference Number (MANDATORY)* ▸ *FIMA Org Id: (MANDATORY)* ▸ *FIMA Task Code* ▸ *FIMA Phase Code* ▸ *FIMA Object Class* NOTE: If you want to match a specific FIMA transaction to its detail bankcard data you will need to provide all query criteria (i.e, Fiscal Year, FIMA Secondary Reference Number, FIMA Org Id, FIMA Task Code, FIMA Phase Code, and FIMA Object Class) from the FIMA transaction.
6	Query using *Fiscal Year* by clicking on the *Fiscal Year* box and typing the fiscal year.

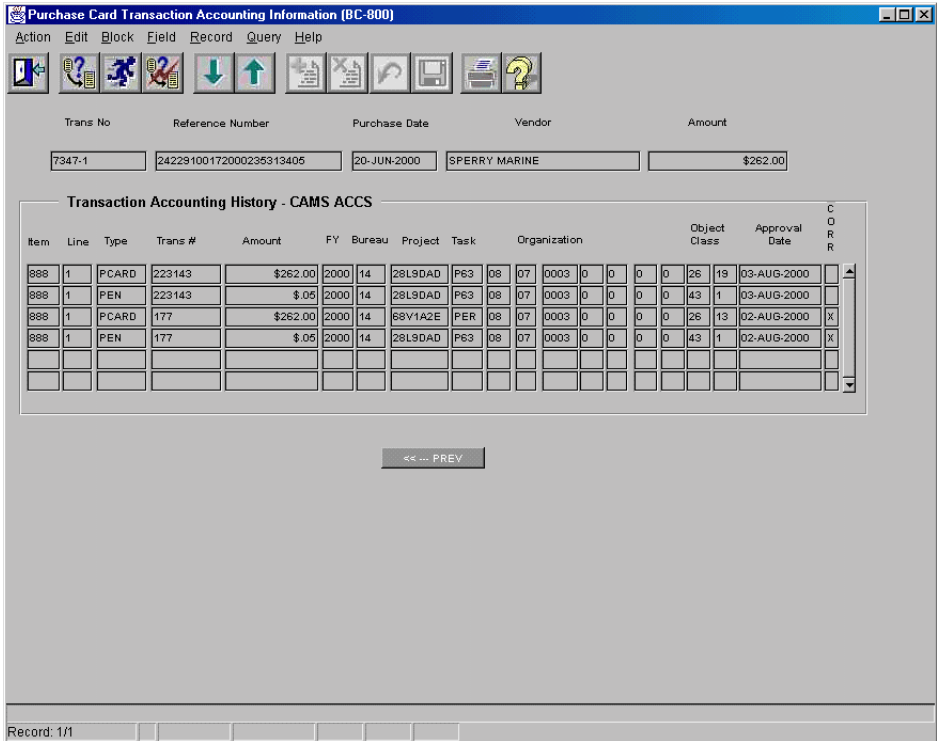| STEP	ACTION
7	The screen allows you to query information by entering the *FIMA Secondary Reference Number* and *FIMA Org ID.* The FIMA Secondary Reference Number is **MANDATORY** for all queries and equates to transactions on a single CPCS sub-invoice having the same accounting data, or to a correction or a disbursement. You may also select the CTL+L key to select from a list of values. The FIMA Secondary Reference Number includes a single letter suffix to identify the type of data to be queried*: F = Correction D = Disbursement P = Accrual V = Void *NOTE: The addition of the suffix was a recent enhancement; therefore, CPCS will reflect historical data without a suffix, data with a "P" suffix for all types of transactions, and data with the suffixes identified above (most recent transactions).
8	Query the *FIMA Org Id* field by clicking on the *FIMA Org Id* box and typing in the Id to be queried on. The FIMA Org Id is **MANDATORY** for all queries. You may also select the CTL+L key to select from a list of values.
9	Query the *FIMA Task Code* by clicking on the *FIMA Task Code* box and typing in the FIMA Task code to be queried on.
10	Query the *FIMA Phase Code* by clicking on the *FIMA Phase Code* box and typing in the FIMA Phase code to be queried on.
11	Query the *Object Class* by clicking on the first *Object Class* box and typing in the Major Object Class code to be queried on. Then click on the second *Object Class* box and type in the second portion of the Object Class code if you wish to further limit the search at this level.

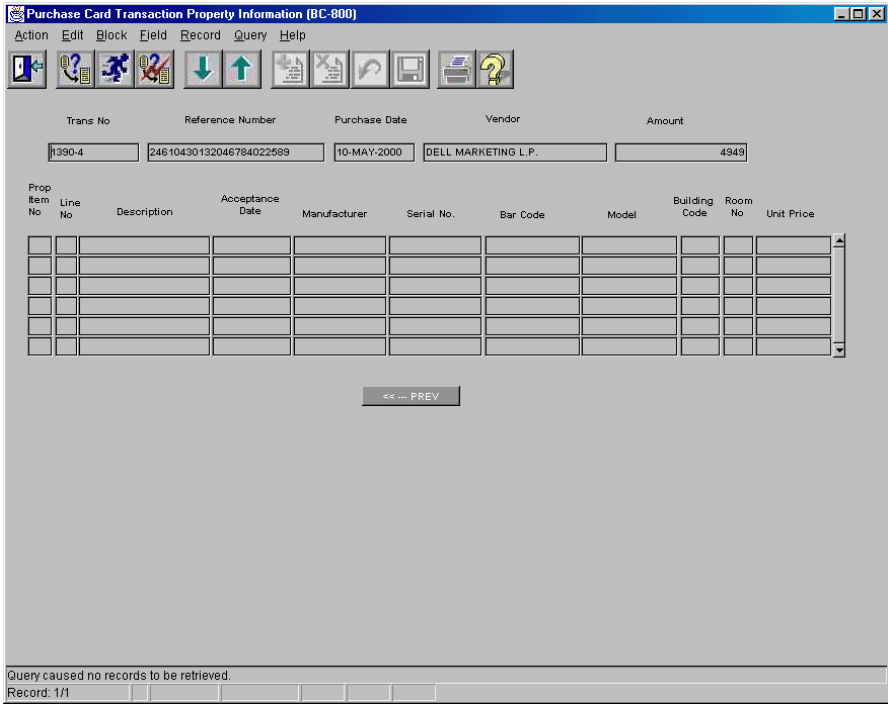| STEP	ACTION
12	For Purchase Card transactions, the query will search only the sub-invoice associated with the FIMA Secondary Reference Number entered (the ***Specific Sub-Invoice*** button is selected by default). If you wish to search against transactions for ALL sub-invoices generated against the Purchase Card invoice received from the purchase card provider, select the ***All Sub-Invoices for Month*** button.
13	By default, the system will display CAMS ACCS accounting codes (***Display CAMS Accounting Code*** button is selected). If you wish to view accounting data using the FIMA format, select the ***Display FIMA Accounting Code*** button.
14	Select the Query button to execute the query using the data entered. The system will populate the bottom "***Invoice Detail***" portion of the screen. • ***STAT*** – Applies only to the Purchase Card transaction (not penalties or corrections) and reflects the reconciliation status of the purchase card transaction – Reconciled (R), Swept (S), or Disputed (D). • ***Cardholder Name*** – The name of the cardholder associated with the transaction. • ***#*** - The last three digits of the cardholder number. • ***Reference #*** – The Citibank assigned Reference Number of the purchase card transaction. • ***Bankcard Purchase Amount*** – The amount of the transaction line item. If the transaction amount was split between more than one accounting code, this number would be larger than the Sub-Inv Acctng Cd Amount. • ***Sub-Inv Acctng Cd Amount*** – The portion of the Bankcard Purchase Amount which was charged to a particular accounting code. • ***Merchant*** – The name of the merchant from which the transaction was purchased. NOTE: For corrections this will display "CORRECTION" and for Penalties this will display "PENALTY". • ***Description*** – A description of what was purchased .

STEP	ACTION
	• ***Disbursement Date*** – The schedule date against which the transaction was disbursed. • ***SPLIT*** – Reflects if the transaction amount was split between more than one accounting code. • ***Object Class*** – The Object Class associated with the transaction. • ***CORR*** – Will be marked with a "Y" if the Item is a Correction or has had a correction made against it.
15	You may print a report showing the results of the query by selecting the ***Run Report*** button. The format of the report is show below:

STEP	ACTION
16	If a purchase card transaction has note associated with it, you may select the *Notes* button to display them.

STEP	ACTION
17	If the purchase card transaction was disputed, you may view the reason for the dispute by selecting the transaction followed by the ***View Dispute*** button. NOTE: This button does not apply to Penalty or Correction transactions.
18	Detailed accounting information for the transaction may be viewed by selecting the transaction and then the ***Accounting*** button. The Accounting Data will reflect not only the transaction selected, but ALL activity against that line item (i.e., penalties generated or corrections made against it). If the item was split between more than one accounting code, this screen will reflect all of the accounting codes against which the transaction was charged.

STEP	ACTION

- **Item** – The sub-invoice line item.

- **Line** – The multiple distribution line number.

- **Type** – The Item Type. Will be either PCARD (Purchase Card Purchase) or PEN(Late Payment Penalty).

- **Trans #** – The sub-invoice transaction number for purchase card transactions or penalties or the correction transaction number for corrections.

- **Amount** – The amount associated with the transaction accounting code.

- **FY** – Fiscal Year portion of the accounting code.

- **Bureau** – Bureau portion of the accounting code.

- **Project** – Project portion of the accounting code.

- **Task** – Task portion of the accounting code.

- **Organization** – Organization portion of the accounting code (seven fields).

- **Object Class** – Object Class portion of the accounting code (two fields).

STEP	ACTION
	• **Approval Date** – Date on which the transaction was approved.

• **CORR** – Indicates if the line is a correction ("X") or not. |
| **19** | Property information may also have been recorded for the item purchased. This information may be viewed by selecting the purchase card transaction followed by the **Property** button.

NOTE: This button does not apply to Penalty or Correction transactions. |